



**2016 Vendor Handbook
And
Market Rules**

Mission: The Trumansburg Farmers' Market, a Neighborhood Farmers' Market, is organized to offer a venue where local farmers, food producers and crafters can sell their goods to community residents.

2016 Board Members

Stefan Senders (Wide Awake Bakery)
Youngiee Quennell (Three Stone Farm)
Susan Williams (Simply Maple)

Mark Baumann
Kate Lamarre
Suse Thomas

2016 Market Manager

Avi Miner
607-227-5173
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Vending: Individuals interested in becoming a vendor at the Trumansburg market must complete an application form and submit it to the manager. Applications are available at tburgfarmersmarket.com or at the Trumansburg Village Offices at 56 East Main Street. Seniority, attendance record, products sold, adherence to rules, and meeting the application deadline are the basis not only for season vendor selection, but also specifically for the assigning of pavilion space. Pavilion vendors who have satisfied all conditions will retain their booth the following season. The applicant must meet all state regulations pertaining to sale of products. All required certificates must be prominently displayed.

Fees: pavilion vendor: \$90/season; tent vendor: \$75/season; day vendor: \$20/day up to \$80. Season vendor electric: \$15/season. Fees are due by May 4th to the Village of Trumansburg. Please do not pay your fee before you have received confirmation of your acceptance to the market for 2016. Vendors who do not submit payment on time will be replaced from the waitlist.

Market Days: Wednesdays, 4-7 PM, May 11 - October 26, 2016 (25 market days)

Attendance: All vendors must notify the Market Manager of an absence by 9pm Tuesday before market day. Season pavilion vendors are allowed up to 8 absences to retain pavilion booth. Failure to notify the market manager of an absence on time will result in a \$15 fine payable before attending the next market.

Vendor Meetings: Vendors are urged to attend the fall and spring meetings to stay informed of policy changes, to learn more about their market, and to voice their concerns.

Board of Directors: The TFM board consists of up to 9 board members, split between vendors and community members.

Vendor Conduct:

- **Courtesy and professionalism:** Vendors are expected to conduct themselves in a professional manner. Customers and other vendors are to be treated with courtesy and respect.
- **Non Discrimination:** No discrimination is permitted at market.
- **Smoking:** Smoking is not permitted on the grounds.
- **Dogs:** Vendors, while vending, are not allowed to bring dogs to market.
- **Neutral Behavior at Market:** The market is not a venue for expressing the political or religious views of vendors.
- **Attendance:** Vendors that fail to notify the MM of their absence will be fined. Please notify the MM of your non-attendance of market by 9pm the evening before market day, or as soon as possible.
- **Tip the Musicians:** Vendors are encouraged to tip musicians. Many customers come for the music, and bands are not paid by the market.

Vendor Rules:

1. Everything offered for sale must be 100% grown, produced or handmade by the membership within 30 miles of the TFM.
2. Items permitted for sale include: vegetables, fruit, grains, cheese, dairy products, eggs, meats, processed foods, jams and jellies, prepared foods, fruit juices, wine, cider, baked goods, maple products, honey, plants, flowers, nursery products, herbal products, soaps/lotions, fiber, original arts and crafts.
3. Space sharing is allowed on a case by case basis, and each business pays the full day-vendor fee. Both vendors must be present.
4. Vendors who hire someone to staff their booth should indicate this on their application. It is desirable that the producer be present at market at least once a month during the season. Vendors must ensure their employees understand and follow all TFM rules.
5. Produce vendors must accept FMNP coupons.
6. Items offered for sale must be of good quality and condition and be in compliance with relevant state and federal rules and regulations pertaining to the sale of the product being offered. All required certificates must be prominently displayed.
7. Prices cannot be lower than wholesale and should be comparable to supermarket prices (preferably no less than 10% below normal retail prices). It is suggested that the price of each item be prominently displayed.
8. Vendors must display their business name and sign during market selling days.
9. Vendors may start setting up no earlier than 3:00 PM on Wednesday and must be unloaded and have their vehicles off the green by 3:45. No vehicles may be operated/driven on the market green, including the green space behind pavilion booths and Rt. 96, between 3:45 and 7:00pm on market days. NO SALES BEFORE 4 PM gong. Each vendor is responsible for cleaning up his or her sales area after market. A \$10.00 late fine may be charged to vendors not set-up by the start of the market day for repeated tardiness.
10. All vendors are required to stay until the end of each market day. Vendors who need to leave early must talk to the Market Manager.
11. The Market Manager assigns vendors to their selling space. Each selling space is approximately ten feet by ten feet in area.
12. Vendors are responsible for bringing all sales equipment including tables and tents. After offloading, all vendors must park in the designated vendor parking area. **You may not park on Route 227, this area is designated as customer parking as suggested by the village. This area may be used for offloading. Vendors are encouraged to park in the lot across Route 96.**
13. Vendors are not allowed to bring dogs to the market.
14. Members selling by weight must have scales approved and checked annually with weights and measures.
15. Market Manager has final authority.
16. If you have questions, please contact:

TFM Market Manager, Avi Miner
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607-227-5173